

# Price lists and product packages

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*[www.YOURDOMAIN.xx/admin](http://www.YOURDOMAIN.xx/admin)*

## A short introduction

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In this guide you will find details on how to administer your price lists and product packages including information on how to enable postage calculator and also how to add packages to a job or job type.

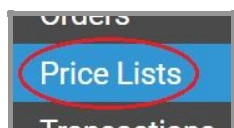
## Contents

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## Price lists

Visit [www.YOURDOMAIN.xx/admin](http://www.YOURDOMAIN.xx/admin) and login with username and password. Please contact your team leader if you don't have a username and password to access the site.



Locate *price lists* in the left hand side menu and click to open the site. On the top of the opened site an overview of all the price lists you administer is presented. You may have as many price lists as you wish. You may *edit* an existing one, or *create a new price list*.

### Price List Management

Administration : Portal : Price Lists

#### Price Lists for Pro Photo Norge

This is an overview of all the price lists you administer. You can edit one by clicking on the name of the price list.

Price Lists	Actions
<a href="#">Eksempelprisliste</a>	<a href="#">Edit</a>
<a href="#">Example Price List</a>	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">My New Price List</a>	<a href="#">Edit</a> <a href="#">Delete</a>

Create new price list

Name of new price list:

Create copy of:

[Create New Price List](#)

#### Related Settings

The following are portal settings related to price and product administration:

##### Default Price List

##### Default Product

##### Standard Delivery Times

In-Store Pickup:  day(s)

Enable mail order: ☒

Mail Order:  day(s)

[Reset](#) [Save Changes](#)

Remember to save your changes!

### Related Settings

*Default price list:* Not relevant.

*Default product:* Not relevant.

### Standard delivery times

*In-store pickup:* Set delivery time for in-store pickup. If this is not an option relevant for you, set delivery time to -1 days. You need to have a positive value to enable school delivery.

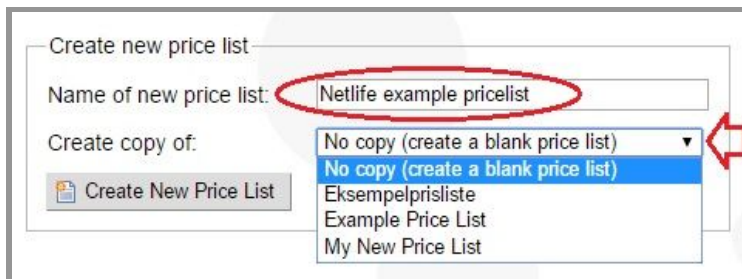
*Enable mail order* if you want this option available for the customers.

*Mail order:* Set delivery time in days for mail order. Days meaning working days.

## Create new / edit price list

Fill in the name of a new price list or click *edit* behind the name of an already existing one. If you create a new one, you choose to either create it from scratch or based on a previous price list by choosing from the drop down menu

below. When satisfied click *create new price list* and the edit page will appear (the same page as when clicking *edit* behind an existing price list's name).



### Price list settings

**Name:** Price list name and product number.

**Postage:** Set fixed postage price. If you use a postage calculator this amount might be 0 (read more about the postage calculator by clicking [here](#)).

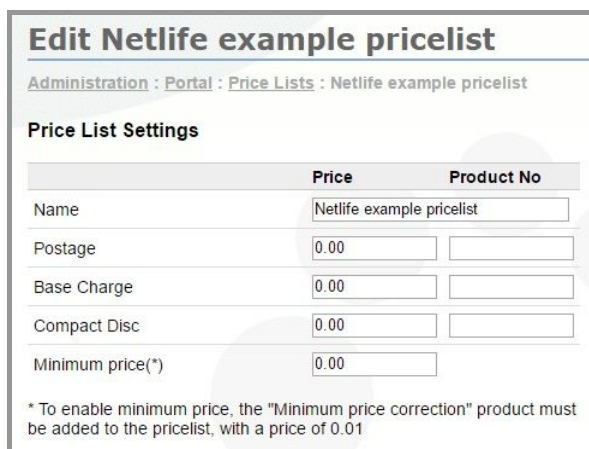
**Base charge:** Set fixed base charge. This option is not commonly used among our school photo customers.

**Compact disc:** Not relevant.

**Minimum price:** Set a minimum price, this to ensure you cover all your expenses when printing and sending out an order. This option is not commonly used among our school photo customers.

**Reset:** Set you back to the last saved changes made.

Remember to *save* when satisfied with the edit.



	Price	Product No
Name	Netlife example pricelist	
Postage	0.00	
Base Charge	0.00	
Compact Disc	0.00	
Minimum price(*)	0.00	

\* To enable minimum price, the "Minimum price correction" product must be added to the pricelist, with a price of 0.01

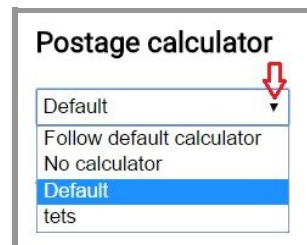
### One hour photo

Not relevant.



### Postage calculator

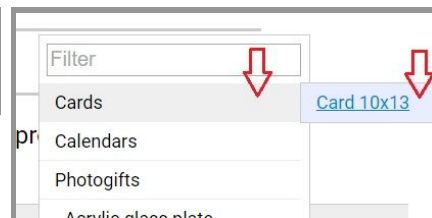
Learn how to create and edit a postage calculator by clicking [here](#). Choose from the drop down menu if you want to enable a postage calculator for the price list and in that case which one. You may *follow the default calculator* or choose one from the list.





## Add product to price list

Below the *price list settings* the products in the price list will be listed. You may edit or delete the existing products. To add more, click *add product to pricelist*, choose product category from the first drop down menu, choose product from the second pop up drop down menu and click the product name to add. The product edit site will open.



**Table of prices:** Fill in product number and price related to quantity for the product.

**Default pricing:** Most common. Let's use the right hand side screenshot as an example. If the default pricing is enabled and you buy 49 cards, each card will cost 10,-. If you buy 51 cards each card will cost 8,-.

	Qty	Price	Product No	Type
Price Step 1	0	10		Default Pricing ▼
Price Step 2	50	8		Default Pricing Unit Pricing
Price Step 3	100	6		Default Pricing ▼
Price Step 4				Default Pricing ▼
Price Step 5				Default Pricing ▼
Price Step 6				Default Pricing ▼

**Unit pricing:** Not so common. Let's use the screenshot as an example again. If the unit pricing option is enabled and you buy 51 cards, the cost for the first 49 cards will be 10,- and the cost for the last 2 cards will be 8,-.

**One hour photo:** Not relevant.

**Postage Calculator:** This option will not be visible if the postage calculator is not activated. Learn how to create and edit an postage calculator by clicking [here](#). Activate it by contacting Netlife support.

Fill in the weight of the product and let the product calculator do the math when setting the postage price correct for the customer ordering this specific product.

**Minimum quantity:** By setting an amount here you require the customer to order a minimum quantity of the product. This may be used to ensure you cover all your expenses when printing and sending out an order. If the product is cards and it is too expensive for you if the customer only order a few, you may set the minimum quantity to f.ex. 10 cards.

### One Hour Photo

Added Price

### Postage Calculation

Weight (in grams)

### Minimum quantity

Minimum quantity for each product ordered. Only supported by web and for template products.

Minimum quantity

### Minimum Delivery Time

Minimum delivery time for this product, specified in number of days.

Pickup Orders

Mail Orders

### Campaign product

☐ Enable campaign prices

*Minimum delivery time:* You may override the standard delivery time (presented [here](#)) if the selected product has a longer production time than other products. As an example, canvas` may take longer time to produce.

*Campaign product:* Enable this option if you want different pricing in a (time limited) campaign. A new column will appear in the table of prices where you may fill in the new prices. Remember to deactivate when the campaign no longer should apply.

**Campaign product**

☒ Enable campaign prices

Campaign requirement

**Table of Prices**

	Qty	Price	Campaign	Pro
Price Step 1	0	10		
Price Step 2	50	8		
Price Step 3	100	6		
Price				

It you want the campaign price to depend on the ordered product template being in a given category, set the category name in the *campaign requirement* box. Example: CHRISTMASCARDS, THANKYOUCARDS.

*Subproducts:* If subproducts for the selected product are available they will be listed below the table of prices. You may use one or several of these products and set extra cost for them. Remember to *save* the changes.

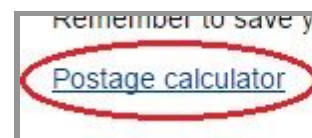
Use product	Product name	Extra cost
<input type="checkbox"/>	WITHOUT ENVELOPES	0.00
<input checked="" type="checkbox"/>	INCLUDING WHITE ENVELOPES	0.00
<input type="checkbox"/>	INCLUDING BLACK ENVELOPES	0.00

Reset
Save Changes
<- Remember to save!
Uniqu

## Postage calculator

The calculator has to be activated by us at Netlife AS, please contact us if you wish to use this option.

You locate the *postage calculator* in the right hand side menu on the price list management site ([www.YOURDOMAIN.xx/admin/portal/pricelists/](http://www.YOURDOMAIN.xx/admin/portal/pricelists/)), click to open. On top the existing calculators are listed. You may edit, delete or set one calculator as default. By setting as default, the specific calculator will be used in all price lists with postage calculator activated and if not manually set to another one.



### Postage calculator

Administration : Portal : Price Lists : Postage calculators

Calculator	Actions
<a href="#">Test 2 postage</a>	Set default  Edit  Delete
<a href="#">Test postage calc</a>	Default  Edit  Delete

Create new calculator setting

Description

### Create new calculator setting

Fill in name of the new calculator in the *description* field, and click *create new setting*. The new calculator will now be listed with the others on top. Click *edit* to open.

Click *add step* to create first price. Fill in mass and price and click *update* to add. Click *add step*, fill in and *update* to add more price steps.

Below, the calculator will give you the interpretation of what you added above.

At the bottom you'll see a list of price lists the calculator is used in.

### Postage calculator: Example postage calculator

Administration : Portal : Price Lists : Postage calculators : Example postage calculator

Description

Mass	Price	Action
<input type="text" value="1000"/>	<input type="text" value="59"/>	Delete
<input type="text" value="2000"/>	<input type="text" value="99"/>	Delete
<input type="text" value="100000"/>	<input type="text" value="149"/>	Delete

**Calculator**

0 => 1000 = 59  
 1001 => 2000 = 99  
 2001 => 100000 = 149

\*) The price list postage is added to the calculated price.  
 \*\*) The calculator should end with a mass value larger than "possible to order" (Example: Mass 1000000). Else customer get free shipping when above.

**Used in pricelists**

None



## Notice

When using the postage calculator this price will be added to the *fixed postage price*.

Remember to set the fixed postage price to zero in the price list settings if you only want the postage calculated price to apply (read about the fixed price [here](#)).

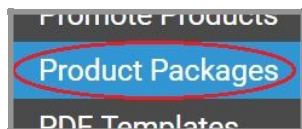
Price List Settings	
	Price
Name	Netlife example pricelis
Postage	0.00
Base Charge	0.00
Compact Disc	0.00

*Example:* Let's say the fixed postage price is set to 49,-. The customer orders products from a price list using postage calculator in the mass of 500 (see example on previous page). The customer then has to pay the postage calculated price 59,-, *plus* the fixed postage price 49,-, which gives the total amount of 108,-.

## Product packages

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### Create a new product package



Visit [www.YOURDOMAIN.xx/admin](http://www.YOURDOMAIN.xx/admin) and login with username and password. Click *product packages* in the left hand side menu.

Already existing packages will be listed on top with options to *edit* or *delete*. To add a new package fill information in the *create new package* window. All the information may be changed later. Your package will not be shown on your web page until you associate it with a job (learn how to [here](#)).

#### Package name

Enter the name of the new package. Notice that this is an external name and it will be shown on the order receipts for the customers.

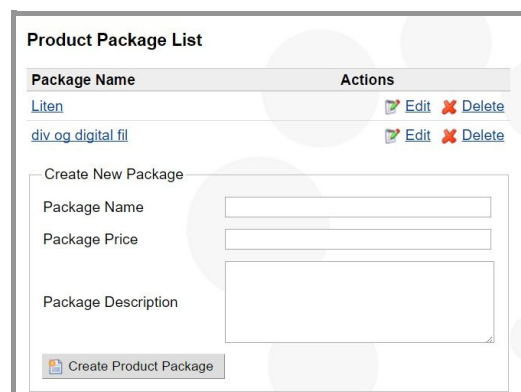
#### Package Price

Skip this step for now and fill in with more details in the edit window (see next page).

#### Package description

Not relevant.

Click *create product package* when you've entered the information. In the next window you have the option to edit the package (see next page).

A screenshot of the 'Product Package List' window in the Netlife Photosuite admin interface. It features a table with two columns: 'Package Name' and 'Actions'. The table lists two packages: 'Liten' and 'div og digital fil', each with 'Edit' and 'Delete' action links. Below the table is a 'Create New Package' section with three input fields: 'Package Name', 'Package Price', and 'Package Description'. At the bottom of this section is a 'Create Product Package' button.

## Edit a product package

In the product package list, find the name of the package you'd like to edit. Click *edit* to open the edit site. If you created a new package (see previous page) the window will automatically open when you press *create product package*.

Product Package List	
Package Name	Actions
<a href="#">Liten</a>	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">div og digital fil</a>	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Test package</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Create New Package	
Package Name	

Several options to define the package will be listed.

### Name

You may edit the name of the package. Notice that this is an external name that will show on the order receipt for the customer.

### Original price

Define the full price that all your items would cost if you put them together individually without the package discount. Used to calculate a discount price using *price including discount* (see below).

Edit Package Settings	
	Value
Name	<input type="text" value="Test package"/>
Original price	<input type="text" value="0.00"/>
Price including discount	<input type="text" value="0.00"/>
Time-limited discount price	<input type="text" value="0.00"/>
Custom package link (Only if this is not a real package)	<input type="text"/>
External id	<input type="text"/>
Require catalogue	<input type="checkbox"/>
Show	<input type="text" value="Always"/>
Allow subject change	<input type="text" value="Allow subject change"/>
Display price format [?]	<input type="text" value="Don't display price"/>
Description	<div></div>
Product Image	<input type="button" value="Velg fil"/> <input type="text" value="Ingen fil valgt"/>
<input type="button" value="Reset"/> <input type="button" value="Save Changes"/>	
<input type="button" value="Add Product"/> <input type="button" value="Add Product"/>	
There are no products in this product package	

### Price including discount

If defined the system will automatically calculate the discount received using *original price* - *price including discount*. This discount will be presented to the customer in the webshop checkout.

### Time-limited discount price

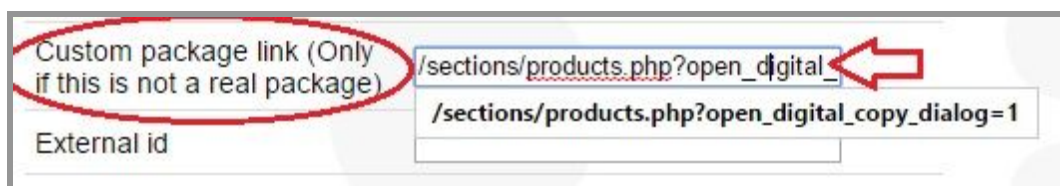
A price that will be listed for a specific time only. You may set how many days the time-limited discount should apply for by editing a job that uses this package (learn how to [here](#)).

### Custom package link (only if this is not a real package)

This option is only used when the package is not a real package, but the link you place here will determine where you are directed when you click on the package. This option is helpful when you want to promote a special offer or product on the same page as the other packages.

*As an example:* Use this link to enable the sales pop up if you offer digital download as a stand alone product from the pack graphics:

/sections/products.php?open\_digital\_copy\_dialog=1. The link will then open the site [www.YOURDOMAIN.xx/sections/products.php?open\\_digital\\_copy\\_dialog=1](http://www.YOURDOMAIN.xx/sections/products.php?open_digital_copy_dialog=1).



### External id

This may be used if the package has a different ID in another system.

### Require catalogue

If you activate this option, your package will only show if you have a catalogue added in the job the customer is connected to.

#### Show:

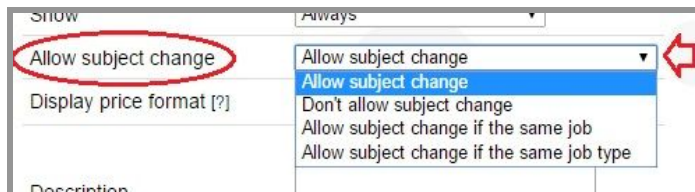
- *Always show:* Makes the package visible for anyone who logs in to the webshop.
- *Show if subjects has GP and IP:* Makes the package visible in the webshop only if the subject has both group pictures (GP) and individual pictures (IP).
- *Show if subject has GP and no IP:* Shows the package only if the subject has group pictures and not individual pictures.
- *Show if subject has IP and no GP:* Shows the package only if the subject has individual pictures and not group pictures.
- *Show if subject has GP:* Makes the package visible in the webshop if the subject has group pictures.
- *Show if subject has IP:* Makes the package visible in the webshop if the subject has individual pictures.





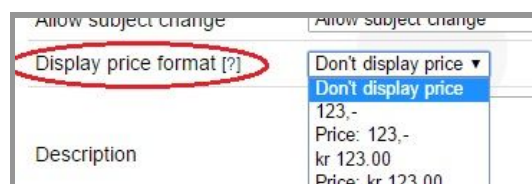
## Allow subject change

Decide if the customer may add pictures of other subjects in the package or not. Use the drop down menu to determine which subjects they may add pictures from; subjects from the same job or job types, or any subject without restrictions.

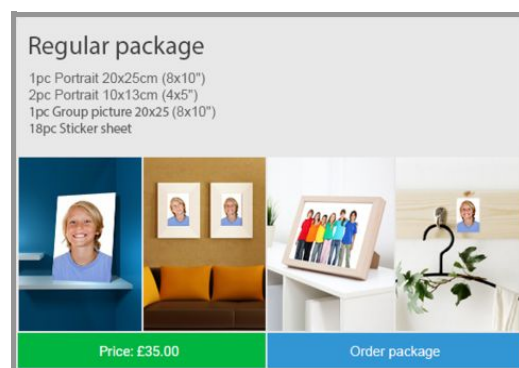


## Display price format

You need a visible price on your package. You may choose to design this price yourself and place it wherever you'd like on the package image, or use a standard placing.



- *Display price format:* Choose from the drop down list in which format you'd like to present the price. The pricing will be added to the product image and placed in the bottom left hand side corner. Remember to leave an open or 'clean' spot in your design for the price to be shown. See example picture to the right.



- *Don't display price:* The price will not appear on the product package and you will have to add the price yourself. This gives you the opportunity to make the pricing in your own design and place it wherever you want on the image. You have to remember to change the price when discounts are given. See example picture.



## Description

Not relevant.

### Product image

Click the *choose file* button to upload an image for you package.



How the package graphics should look is all up to you, use the colors, fonts and images you'd like. The contents should be easy to read, contain name of the package, number, name and sizes of the items that are in the package, images of the items, price and a *choose package/buy* button or similar. See example picture to the right.



The width of the image needs to be 560 px

The height is optional.

The file format may either be .jpg or .png.

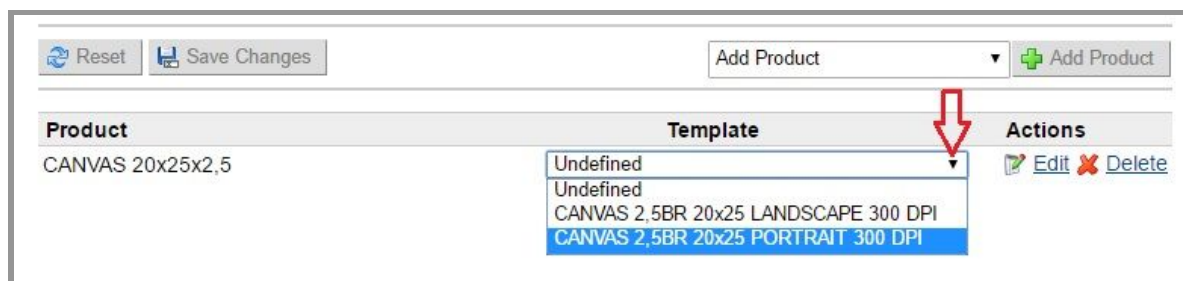
Remember to click *save changes* before you exit the site.



## Add products to the product package

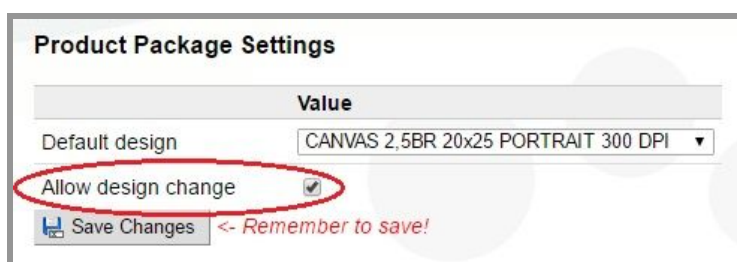
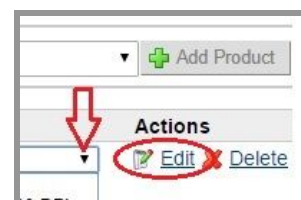
In the bottom right hand corner of the edit package settings site there is an option to *add products*. A drop down menu presents all the products assigned to your website.

Find the product you want to add from the drop down list. Everything that is in the active pricelist will show in this dropdown menu. When you've found the product you want to use, click the *add products* button. Once the product is added, you may choose the specific template you want the package to contain (see example screenshot below).



## Allow design change

Click the *edit* button next to the template description to open product package settings site. Some products have different templates available. If you want the customer to only use the template of your choice you don't enable the *allow design change* feature. If you want the other templates visible and available for the customer, enable the feature. In this screenshot example the customers will in the webshop be presented to both a portrait and landscape template for the selected canvas, and may choose the template of their choice.



Remember to click *save changes* when you're finished.

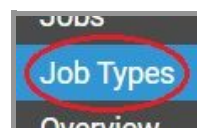


## Make the product package available in webshop

For the product package to be available in webshop it has to be added to either a job type, or the specific job (when the job has no job type set).

### Add product package to the job type

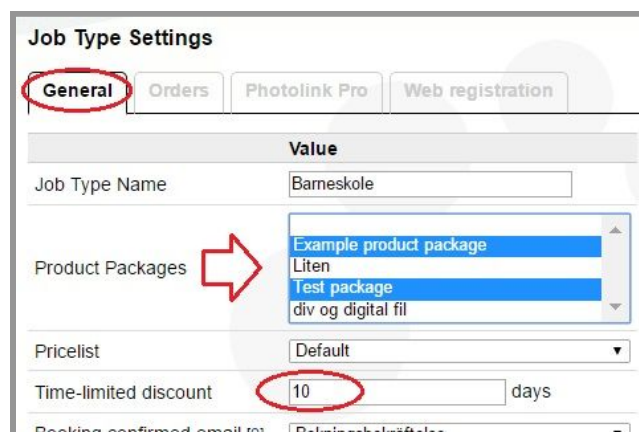
Click *job type* in the left hand side menu in */admin*.



Locate the correct job type and click the name to open.

Job Type List	
Job Type Name	Action
<a href="#">Barneskole</a>	<a href="#">Set</a>
<a href="#">Barneskole</a>	<a href="#">Set</a>

The *job type settings* site will open. In the *general* tab you'll find a list of all the product packages available. Add one or more product packages (hold the Ctrl button on your keyboard down to select several).



If you wish to use a time-limited discount and has set a price in the *edit package settings* (click [here](#) to see information about the settings), remember to set the amount of days for the discount to last. In this example 10 days is set. The time-limited discount does not start counting before a subject is connected to the user.

Remember to *save* the changes.

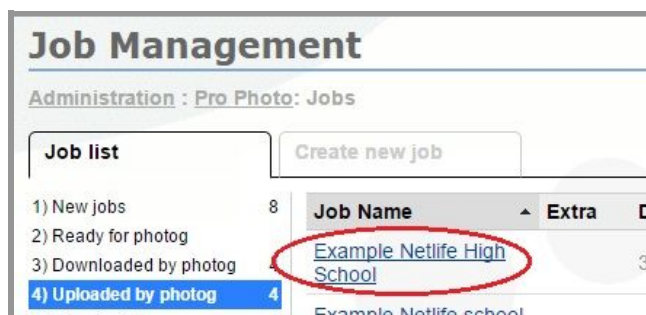
## Add product package to the specific job

This option is only available when a job type is not set for the job. If a job type is set you have to add the product package to the job type (see procedure on previous page).

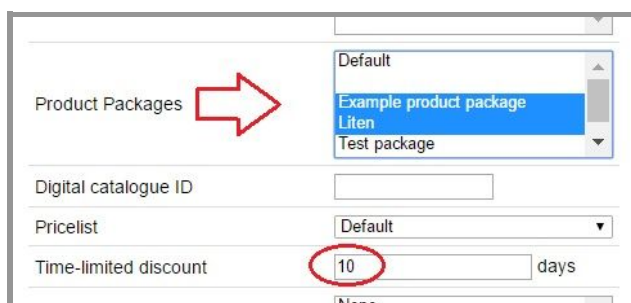


Click *jobs* in the left hand side menu in */admin*.

Locate the correct job and click the name to open.



The *job settings* site will open and you'll find the list of all the product packages available. Add one or more product packages (hold the Ctrl button on your keyboard down to select several).



If you wish to use a time-limited discount and has set a price in the *edit package settings* site (click [here](#) to see information about the settings), remember to set the amount of days for the discount to last. In this example 10 days is set. The time-limited discount does not start counting before a subject is connected to the user.

Remember to *save* the changes.